

**MINUTES
SUMMIT HOUSING AUTHORITY
December 13, 2017**

Commissioner Zimmerman served as Acting Chair and called the meeting to order at 5:07 pm in the Community Room -Vito Gallo Building at 12 Chestnut Avenue. The following Commissioners were present: Commissioners Zimmerman, Galietti, White and Coates. Commissioners Halverstadt and Chairman Pollock were absent. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the City of Summit by preparing an Annual Notice dated December 20, 2016 setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, published in the local newspapers of record and posted on the Authority's website.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF NOVEMBER 21, 2017: Commissioners White and Galietti moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Commissioner Zimmerman was serving as Acting Chairperson and indicated that there was no report at this time

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that on Monday December 11, 2017 between the hours of 1am-7am one of our work truck with a plow and a salt spreader attached to it was stolen. It was parked in front of our Weaver St garage. We filed a police report with Summit Police. We did get a call from them to advise us that someone spotted the work truck in Morristown and the driver was driving sporatically all over the road.
- He said Resolution #2 tonight is the adoption of the budget. It was reviewed by DCA. No changes were made to our original approval.

- Mr. Billy discussed the issue with the Bathtub Conversions. We did resolve the issue with the drainage with a side discharging pan. We had a conversation with the plumbing inspector because he was under the misconception that these units had to be ADA compliant and they do not need to be. He pointed out that on the bill list the first periodic payment to the contractor for \$17k. This is for proto type unit, staging, materials etc. On December 19th they will be delivering 14 additional shower units here to our property. On January 2, 2018 they will start the installations. Once these 15 units are completed they will install another 15 units in February. That will complete our 30 units for this cycle. We received a grant from CDBG of Union County for \$30k to help pay for this project that is intended to be expended by December 31st. Since, we will not be able to meet that deadline Mr. Billy obtained an extension from Union County until March 31, 2018. He is going to ask the contractor Geocon to bill us for the materials once they arrive here on the 19th and we may issue a check before the end of the year.
- He informed Commissioners that the Senior Holiday Luncheon will be Tuesday December 19, 2017 at 12 noon in Community Room at Vito Gallo Building. We have planned for entertainment, food and Santa is coming. Should be a great time. Mr. Billy extended an invite to anyone that is available to attend.

ANNUAL REORGANIZATION – ELECTION OF OFFICERS 2018:

Mr. Billy assumed the Chair of the meeting and defined the election process in accordance with they bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner White nominated Chairman Pollock to serve another term as Chair, seconded by Commissioner Galietti. There being no other nominations, Commissioner Zimmerman moved to close the nominations, seconded by Commissioner Coates. All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to elect Chairman Pollock as Chair for the 2018 term.

OFFICE OF VICE-CHAIR: Commissioner Zimmerman nominated Commissioner Galietti to serve as Vice-Chair, seconded by Commissioner Coates. There being no other nominations, Commissioner Zimmerman moved to close the nominations, seconded by Commissioner Galietti. All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to elect Commissioner Galietti as Vice-Chair for the 2017 term.

PUBLIC COMMENT: Mr. Billy introduced Appointee Peter Kane and informed Commissioners that Mr. Kane is expected to be sworn in at the January meeting. At this time, Commissioners welcomed him. Mr. Kane informed everyone that he is a resident of Summit for the past 52 years. He previously served at the Summit Housing Authority back in 2003 as a Chairman. He has completed all of his state required training and was appointed by Governor Christie last month. Currently he is employed in Trenton for the New Jersey Housing and Mortgage Financing Agency. He stated that he is very committed and happy to be back joining everyone at the Housing Authority.

Operations: Mr. Billy informed Commissioners that there was no Budget to Actual due to the early calling of this month's meeting. Accountant was not able to come in and we just received bank statements. We will have them for the January meeting. He reminded them that last month's Budget to Actual we were at a little deficit due some funding that was not yet drawn down. We cleaned out all of the HUD funding in the early part of November. Now that we are converting to RAD the first of the year – there will be no more operating subsidy, capital funding etc. We drew down about \$250k the beginning of November so the bottom line figures at the end of the year should look positive. The Treasure's Report shows the balance on all the accounts. We have our two investments: Money Market Account and CDs. Our financial position is at about \$3.3 Million. The Housing Manager's Report which is now the 12 month report – that shows that we have 1 vacancy at Glenwood and Chestnut. Weaver is full.

Affordable Housing: Commissioner White reported that the Habitat Project is moving along. He said that as far as the Fair Share Plan there is a Judicial Order on it.

Personnel: No report at this time.

Residents Committee: No Report at this time.

Buildings & Grounds: No Report at this time.

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No report at this time.

RESOLUTION: Commissioners White moved for a Constant Agenda for Resolution 17-13-12-1 through 17-13-12-6.

- 17-13-12-1: Resolution Requesting Approval of the Payment of Invoices for the period of November 22, 2017 through December 13, 2017.
- 17-13-12-2: Resolution Adopting the Annual Budget for the Fiscal Year January 1, 2018 through December 31, 2018.
- 17-13-12-3: Resolution Adopting the 2018 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.
- 17-13-12-4: Resolution Appointing Joseph M. Billy, Jr. as a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.
- 17-13-12-5: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.
- 17-13-12-6: Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.

Commissioner Coates seconded the Consent Agenda.

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions were approved unanimously.

There being no further business before the Board, Commissioners Galietti and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 5:45 pm.

NEXT MEETING DATE

**WEDNESDAY January 24, 2017 at 7:00 pm
Janet Whitman Room- Summit City Hall
512 Springfield Avenue
Summit, NJ 07901**

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director/Secretary